

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 15 Subcontracting by Negotiation

Subject: 15.7 Notification of Unsuccessful Offerors

PURPOSE: This standard practice (SP) describes when unsuccessful offerors must be appraised of their status in relation to the award of a subcontract.

POLICY: The Laboratory should notify prospective offerors of the status of their proposals.

SCOPE: This SP applies to all competitive subcontracts.

PROCEDURES:

Notifying Offerors

For procurement actions over \$100,000, the procurement specialist shall notify unsuccessful offerors of the status of their offers when appropriate in the interest of fair business practice and professional courtesy.

For procurement actions of \$100,000 or less, the procurement specialist may notify unsuccessful offerors at the procurement specialist's discretion..

Notification may be verbal or written. Such notification may include the reasons for rejection of an offer or notice of award, including the name of the successful supplier and the basis of the award.

Whenever an unsuccessful offeror is notified, whether verbally or in writing, the procurement specialist will document the file.

Debriefing Offerors

For procurement actions over \$100,000, and upon written request from an unsuccessful offeror, a debriefing will be provided as soon as possible after award of a subcontract. Offerors will be given the basis for the selection decision and an evaluation of the strengths and weaknesses of their proposal correlated to the evaluation factors and any discussions conducted. A point-by-point comparison of the offeror's proposal with other proposals must not be made. A written summary of the debriefing must be documented in the subcontract file.

RESPONSIBILITIES:

Procurement Specialist

The procurement specialist shall:

- Notify unsuccessful offerors verbally or in writing for subcontracts exceeding \$100,000;
- Notify unsuccessful offerors verbally or in writing at the procurement specialist's discretion for subcontracts of \$100,000 or less;

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- Document the file whenever an unsuccessful offeror has been notified; and
- Upon their written request, debrief unsuccessful offerors after award of a subcontract exceeding \$100,000.